



# Middlebury Institute of International Studies at Monterey

## LEAVE OF ABSENCE PETITION – PCMI

Name (please print) \_\_\_\_\_ ID \_\_\_\_\_

Dates of program: \_\_\_\_\_

Expected Semester & Year of Return to Monterey Institute: FALL SPRING SUMMER 20\_\_\_\_\_

Degree Program: \_\_\_\_\_ Expected Graduation Term and Year: \_\_\_\_\_

Contact address, phone and email while on leave: \_\_\_\_\_

A student may register for an LOA for up to two years if he/she has successfully completed at least one semester, is in good academic standing, and all financial obligations due the Institute are paid in full. It must be renewed annually. (See PSM section 4.1) <http://www.miis.edu/offices/records/policies> This petition, completed with all required signatures must be filed in the Office of Records & Research prior to departure. Unless this LOA Petition procedure is followed, the student must reapply for admission through the Admissions Office and pay the \$50 application fee. Any scholarships previously awarded may be canceled.

Students should be aware that in some cases, they may continue to receive an in-school deferment on their Federal Student loans, (provided that the student's degree is NOT awarded prior to completion of Peace Corps service). For more information please meet with the Financial Aid Office.

### **TUITION OVERLOADS**

The settlement of tuition overloads before departure for Peace Corps service is waived. However, students should consult with the Cashier and the Financial Aid Office to determine if they have any overloads and what financial impact they may have.

**Students who do not return for the semester agreed to above will be billed for any outstanding overload units at the tuition rate in effect at that time. Once billed, payment is due and payable. Financial aid would not be available.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing above, I certify that I understand the requirements, terms and conditions for LOA and agree to comply with them.

Cashier \_\_\_\_\_ Overloads \_\_\_\_\_ Date \_\_\_\_\_

*Provided student is in good academic standing at end of term:*

Records Office \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: SFAREGS \_\_\_\_\_ SHATERM \_\_\_\_\_ SPAIDEN \_\_\_\_\_ SGASTDN \_\_\_\_\_ SHATCMT \_\_\_\_\_ LL \_\_\_\_\_